

Moving around in SAP

Within the SAP system, there is usually more than one way to perform a task:

1. You can select the task from a series of menus and functions. With menus, you can easily find your application without having to memorize any special codes.
2. You can enter a transaction code in the command field. With transaction codes, you can go directly to a task without having to travel through several different layers of menus.

You can also create or combine functions into a custom user menu. A custom user menu allows you to quickly find and choose a function, without navigating through multiple levels of menus.



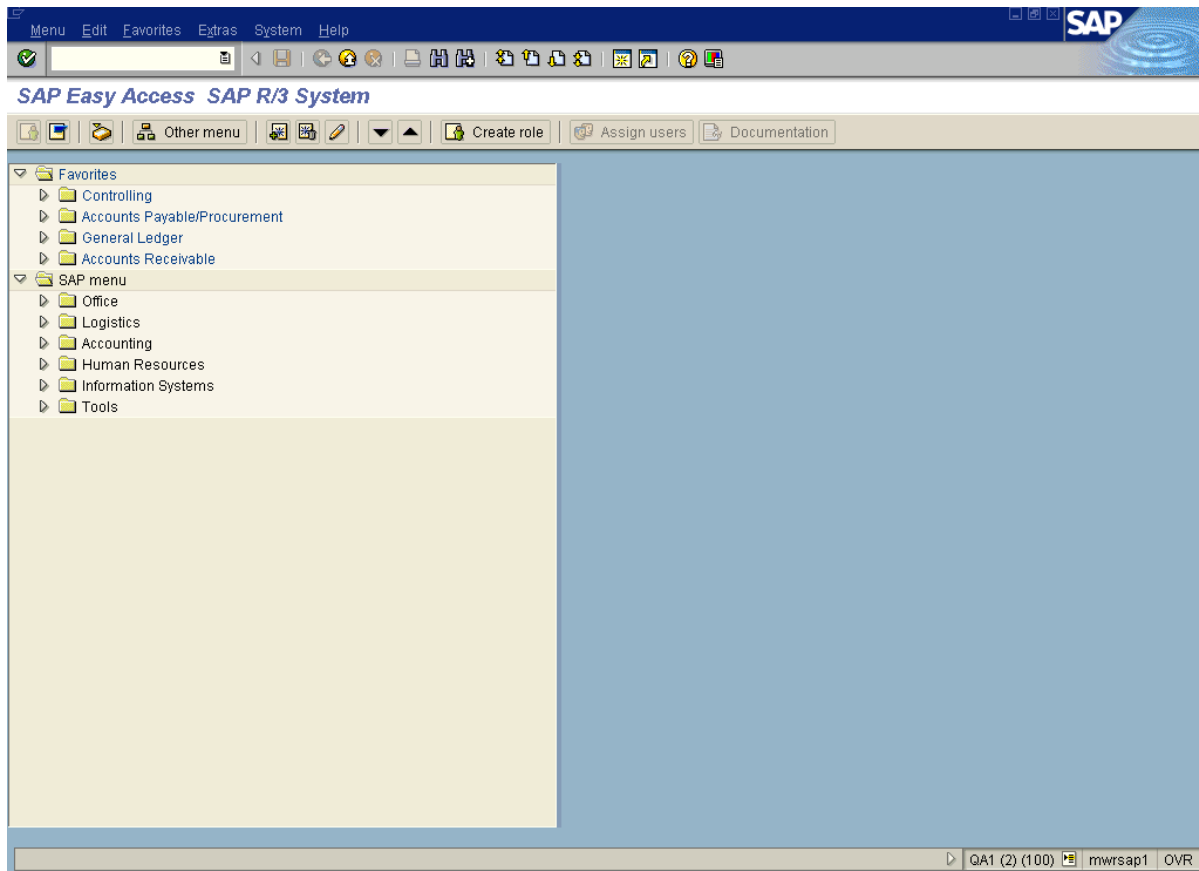
Using Menus to Select a Task

After you log on to SAP, you need to choose the application and the task that you want to work on, then choose a function to start the task. As you are working, you may decide to start a different task, at which point you will need to choose a new application and function.

Using the menus in the menu bar, you can navigate to the application and the task you want to start, and you can choose the function to start the task. With menus, you can easily find your application and functions without having to memorize transaction codes.

Easy Access Menu

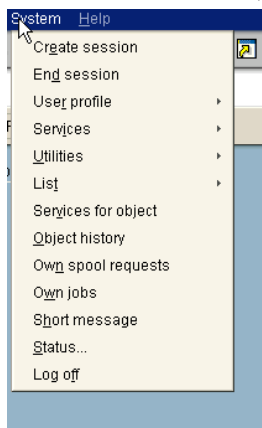
To choose the application you want to work in, such as Accounting, double click the appropriate application from the Easy Access menu, as shown below. As you can surmise from this view, this menu tree, as well as some additional report trees, mirror what you already know, working with Windows Explorer. The nodes may be expanded or collapsed as you drill deeper into the structure. It is a more visual way of navigating through the system.



Choosing Menus and Functions with the Mouse

Once you have chosen an application, you will be taken to the appropriate SAP window. In this window, you will see the menu bar as discussed previously. To choose a menu with the mouse, proceed as follows:

1. In the menu bar, click on the menu you want to choose.



The menu opens, and its contents (functions, sub-menus, or both) are displayed as shown here. If the menu contains sub-menus, these are indicated by an arrow to the right of the menu item.

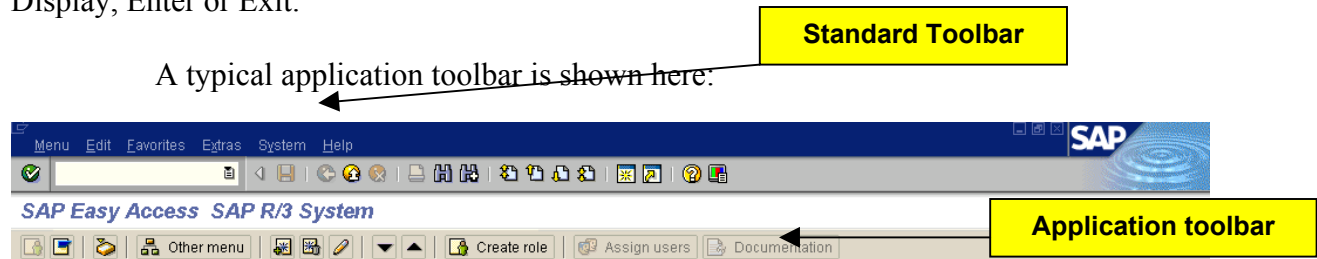
To choose a sub-menu item: From the menu screen click on the sub-menu that you want to choose. The sub-menu opens next to the original menu and its contents are displayed.

On the open menu or sub-menu, click on the function you wish to choose. The displayed menu and any sub-menus are closed and the function you chose is performed.



Icons

Depending on the task you are performing, certain buttons will be available in the standard toolbar and in the application toolbar. These buttons have various functions such as Save, Display, Enter or Exit.



To choose a function with one of these buttons, simply click on the appropriate button.

Icon Identifiers

	Enter		Back one Screen
	Cancel		Exit
	Execute		Overview (Moon over Miami)
	Previous and Next Pages		Print
	Save/Post		Header Information
	Help Icon		Customizing of Local Layout



Jumping Directly to a Task with Transaction Codes

By entering a transaction code instead of using menu paths, you can go directly to a task and start the function in a single step.

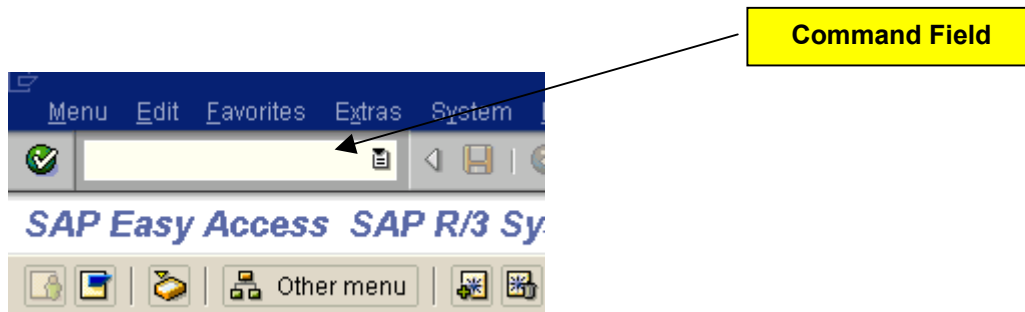
Note that not all transactions codes will take you directly to an input screen. Some transaction codes will take you to a beginning screen, for which you must make some choices before being taken to the appropriate input screen.

What is a Transaction Code?

A transaction code is a variable length character code that takes you directly to the screen for the task you wish to perform. For example, say you are working in the General Ledger application and your task is to display a document. You can use the menu paths to display a document, or you can use transaction code FBO3 – the transaction code for displaying a document in the General Ledger section.

You can use a transaction code to go to tasks in other applications, not just the one you are working in. By using the correct transaction code, you could go from a task in the General Ledger application to a task in the Accounts Receivable application.

Each function in SAP has a transaction code associated with it. A transaction code consists of letters, numbers, or both. “FBO3” and “FBRA” are both valid transaction codes. You enter transaction codes in the command field.

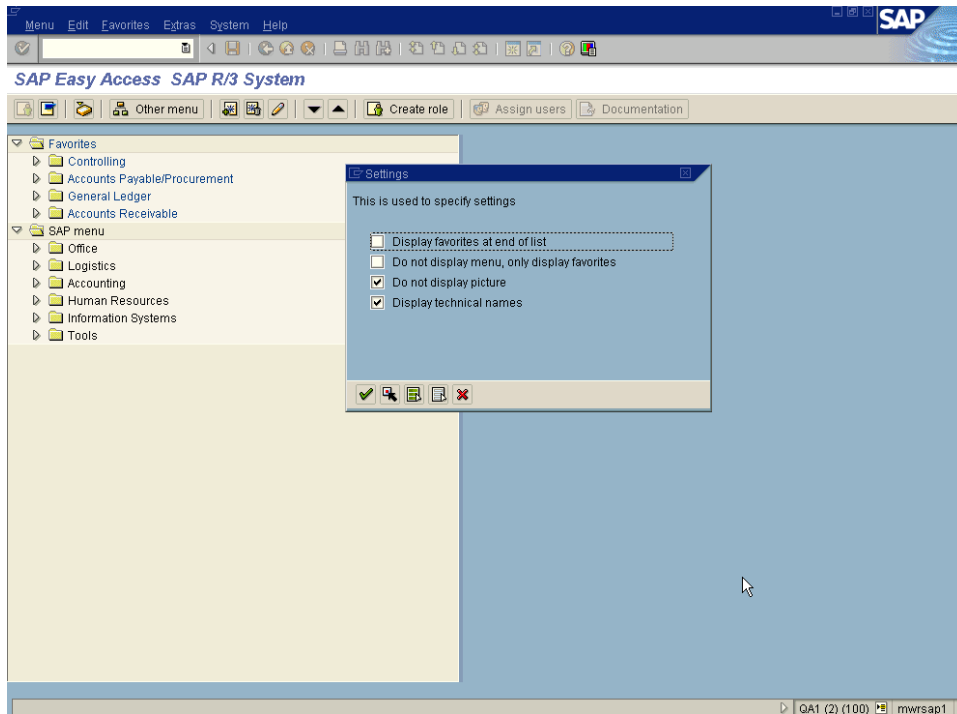



Before you can use a transaction code, you have to find the transaction code for the task that you wish to start. Then, in any future starts of this transaction, you could use the transaction code to start the task.

Finding the Transaction Code for the Task You Want to Start

There are a number of ways to determine the Transaction Code for the process that you wish to start. Two of the easiest ways are as follows:

When you first open the SAP system and the tree structure is shown click on Extras and then Settings. The following box will pop up. Make sure that “Show Technical Name” is checked. The transaction code for the individual process will be shown on the tree structure at the lowest level. For example, the Transaction code for G/L Account Posting is F-02.

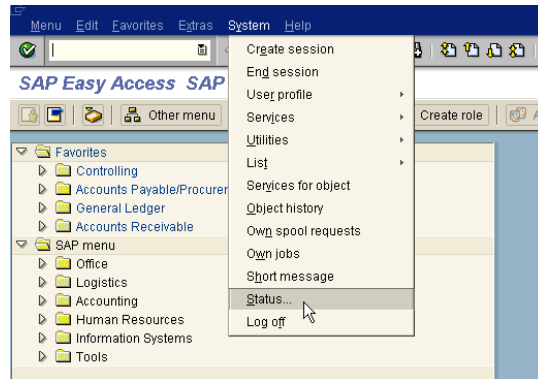


In addition to this method of determining the Transaction Code for a particular procedure, you may also click the arrow  located on the status bar at the lower right corner of the screen. The pop-up window will also list the Transaction Code.

✓ System	QA1 (1) (100)
Client	100
User	HQ_P657F11
Program	SAPMF05A
Transaction	F-02
Response Time	0.02
Round Trips/Flushes	1/0

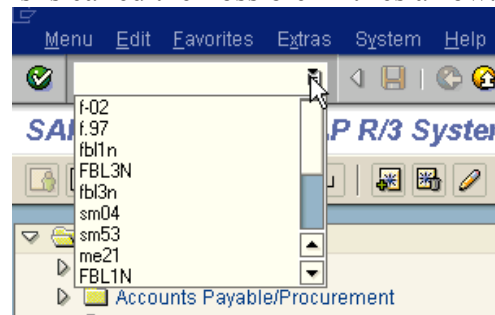
Transaction
Code

Also, once you open the procedure through the transaction code or through the menu path, you may click “System” and then “Status” on the standard toolbar for the transaction code information.



In addition to this simple method, once you open a task through the menu paths or transaction codes, a record of this is stored within the command field control and can be accessed by clicking on the dropdown arrow. This is called the Possible Entries arrow.

1. Click on the transaction code you wish to use.
2. Press the “ENTER” key or click the Green Check Mark.



Entering a Transaction Code

Once you have found the transaction code for the task you want to start, you can enter the code by directly typing it into the Command Box.

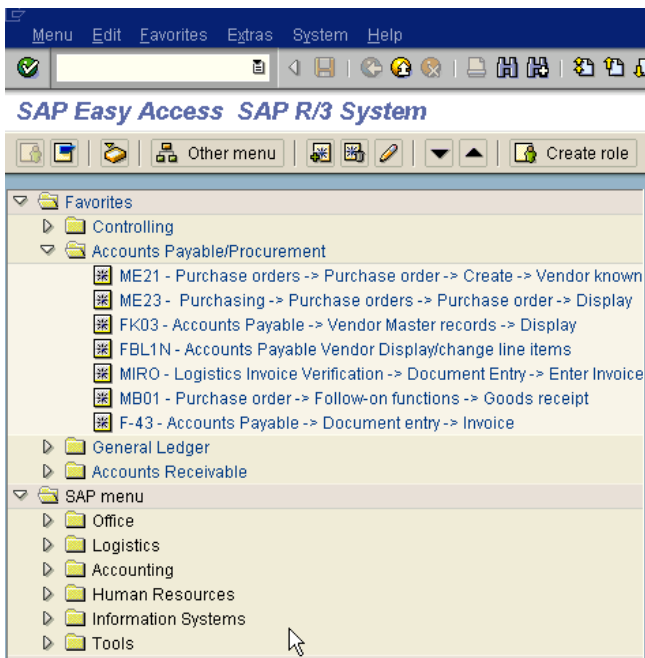
1. Place the cursor in the command field. Do this by clicking in the field with the mouse or by pressing CTRL+TAB.
2. Enter /n (to end the current task) followed by a transaction code. For example, for transaction code “FD01”, you would enter “/nFD01”
3. Press the “ENTER” key or click the Green Check Mark.



Using the Favorites List

One of the more productive ways of working within SAP is to use the Favorites procedure. As a user works within the system for some time, they will find that they are using the same transactions over and over again. The system has a built-in method of gathering all of these procedures into one area labeled Favorites.

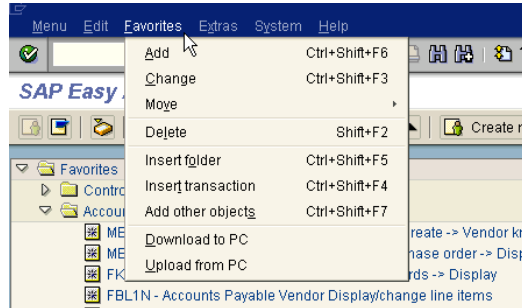
There are many ways to add to your Favorites list. One of the easiest is illustrated below. In our example, the user is an Accounting Technician whose main efforts are directed in the Accounting entry procedure. By clicking on the F-02 GL Account Posting node under the path **Accounting>Financial Accounting>General Ledger>Document Entry**, the user can “drag and drop” the node on the Favorites folder on the tree. When this user logs on and exposes the Easy Access tree, they can click directly on the F-02 GL Account Posting node in the Favorites folder and go directly to the opening screen within this procedure without traveling through the entire menu path.



As you can see, the F-02 GL Account Posting node in the full path has been dragged and dropped on to the Favorites folder at the top of the tree.

Alternatively, when you are working in a procedure and would like to add it to your personal favorites listing, you may use the menu path as follows. **SYSTEM > USER PROFILE > EXPAND FAVORITES**. By clicking on Expand Favorites, the procedure that you are working on is added to your favorites folder. By going back to the Easy Access tree structure and checking the contents of the Favorites folder, you may verify that the procedure has indeed been added.

The third method of maintaining the Favorites list is to use the drop down Favorites menu on the top menu bar. From this drop-down menu, you may Add, Change, Move (Up or Down in the hierarchy), Delete, Insert a folder into the tree structure, Insert a transaction and Add a Web address or file. You may also right-click on the Favorites folder in the tree structure and add a transaction code through this method.



This is a very valuable tool within the system. This puts all of your commonly used procedures, transactions, reports, etc. available to you with a minimum of mouse clicks.